

## MINOR SUBDIVISION REVIEW PROCEDURE

### Division of land without improvements

**Minor subdivision review** is required to subdivide any parcel within the City or within two miles of the City limits into three or more lots, but without public or private improvements (streets, water, sewers).

Minor subdivision plats are reviewed by the Zoning Advisory Commission and City Council. Processing generally takes 45-60 days, depending on the quality of the submitted subdivision plat. Filing of a subdivision plat does not guarantee approval. Fees are not refundable.

**Step 1.** Apply to Planning Services Department, 2<sup>nd</sup> Floor, City Hall, 50 W. 13<sup>th</sup> Street, Dubuque IA (589-4210) by submitting all of the following information at one time:

- Complete application form.
- Original and two copies of Final Plat (see checklist).
- Original and two copies of certificates.

**Step 2.** Final Plat is reviewed by the Planning Services and City Engineering departments for compliance with City Subdivision and Zoning regulations and Iowa Code Sections 354 & 355.

**Step 3.** Planning Services sends a written recommendation to approve, modify, table for more information, or deny your request to you, your engineer, and to the Zoning Advisory Commission one week before the Commission meeting.

**Step 4.** Present your request at the Zoning Advisory Commission public meeting (see meeting schedule for date, time and location). The Zoning Advisory Commission will approve, modify, table for more information or deny your request.

**Step 5.** Submit revised subdivision plat, if required. The staff and Commission recommendations are forwarded to the City Council.

**Step 6.** Attend City Council meeting to answer any questions. The City Council will approve, approve with conditions, table for more information, or deny your plat.

**Step 7.** If approved, record your plat at the Recorder's Office, Dubuque County Courthouse, 7<sup>th</sup> & Central. If denied, rework proposal or appeal the City Council's decision to District Court within 30 days.

Attachments: Minor Subdivision Checklist  
Minor Final Plat Process Schedule  
Meeting Schedule  
Fee Schedule  
Planning Application Form

## MINOR SUBDIVISION CHECKLIST

- \_\_\_ a. Complete Planning application form.
- \_\_\_ b. Application fee, check payable to City of Dubuque.
- \_\_\_ c. Original and 2 copies of the final plat and surveyor's certificates. Original certificates must have the surveyor's signature, the attorney's signature, and the owner's signature when submitted.
- \_\_\_ d. Copy of any presently applicable and/or proposed restrictions or covenants of all types that affect or will affect the subdivision.
- \_\_\_ e. Final grading and Storm Water Pollution Prevention Plan (SWPPP), if applicable.
- \_\_\_ f. Existing and proposed topography of the subdivision showing contours at approximate vertical intervals, if applicable.
- \_\_\_ g. Location and documentation of any required easements, if applicable.
- \_\_\_ h. Any other pertinent information as required by the City Planner or City Engineer.

## MINOR FINAL PLAT PROCESS SCHEDULE

Action	Week	Comments
Application materials submitted and fee paid by application deadline.	--	Application deadline is generally the first Monday of each month. See attached meeting schedule.
Planning staff distributes information to Engineering Department, Water Department and Fire Marshal.	1	Planning staff reviews application. If additional information is needed, applicant will be contacted by staff.
Planning staff provides comments from City staff to applicant/engineer..	2	Applicant's engineer revises final plat based on comments.
Planning staff prepares staff report and supporting documentation after revisions are received and reviewed/approved by staff.	3-4	Planning staff places final plat on Zoning Advisory Commission agenda and mails out packet one week prior to meeting.
Zoning Advisory Commission meeting	5	1 <sup>st</sup> Wednesday of the month at 6:00 p.m. held in City Council Chambers. Please attend to present case.
Planning staff prepares documents for City Council.	5-6	Letter is sent to applicant advising time and place of City Council meeting.
City Council meeting	7	Monday at 6:30 p.m. in City Council Chamber. Please attend to answer any questions.

This "typical" schedule is based on the assumption that no delays occur during the final plat process. Delays may result from incomplete or inaccurate submissions, tabling at the request of the petitioner, Zoning Advisory Commission, or by the City Council, failure to sign acceptance or from other circumstances.



# PLANNING SERVICES DEPARTMENT

City Hall, 50 W. 13th Street, Dubuque, Iowa 52001 (563) 589-4210



## FEE SCHEDULE

Effective July 1, 2024



### DEVELOPMENT SERVICES APPLICATIONS

Billboard Inspection Fee per sign/year	\$ 60
Electronic Message Sign Inspection Fee per sign/year	\$ 60
Extension of Subdivision Bonding	\$ 41
Flood Plain Permit	\$185
Flood Way Permit	\$748
Limited Setback Waiver	\$150
Freestanding Solar Array Waiver	\$150
Sign Permit Reviews	\$ 45
Site Plan: Simple	\$225
Site Plan: Minor	\$400
Site Plan: Major	\$460
Simple Subdivision (Staff Review)	\$ 75
Simple Subdivision (Council Action Required)	\$500
Temporary Use Permit—Off-Premise Retail	\$180
Temporary Use Permit —On-Premise Seasonal	\$180

### OTHER PLANNING SERVICES FEES

Copies	\$0.10/Pg*
Maps, Reports, Ordinances	\$10-\$50 /document
Verification Letter, Report, i.e. Zoning IDOT	\$ 75

\*\*\*Fees higher for oversized/color copies

### ZONING ADVISORY COMMISSION APPLICATIONS

Planned District, NEW (PUD) (ID)	\$900 + \$2/notice
Planned District AMENDED (PUD) (ID)	\$750 + \$2/notice
Plat: Minor Subdivision	\$450 + \$20/Lot
Plat (FINAL) Major Subdivision	\$650
Plat (PRELIMINARY):Major Subdivision	\$650 + \$20/Lot
Rezoning	\$650+ \$2/notice
Text Amendment	\$500
Waiver from Site Design Standards	\$450

### ZONING BOARD OF ADJUSTMENT APPLICATIONS

Appeal	\$250
Conditional Use Permit	\$550 + \$2/notice
Special Exception	\$200
Variance	\$550 + \$2/notice

### HISTORIC PRESERVATION COMMISSION APPLICATIONS

Design Review (including Economic Non-Viability & Demolition)	\$ 200
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## Board and Commission Meeting Schedule January-December 2025

**Submit  
Application  
to:**

Planning Services Department  
City of Dubuque  
50 W. 13th Street  
Dubuque, IA 52001

[planning@cityofdubuque.org](mailto:planning@cityofdubuque.org)

<b>APPLICATION DUE BY</b>	Nov 25
	Dec 30
	Feb 03
	Mar 03
	Mar 31
	Apr 28
	Jun 02
	Jun 30
	Aug 04
	Tues Sept 2
	Sep 29
	Nov 03
	Dec 01

	Long Range Planning Advisory Commission (LRPAC)	Historic Preservation Commission (HPC)	Zoning Board of Adjustment (ZBA)	Zoning Advisory Commission (ZAC)	City Council	Port of Dubuque/ Chaplain Schmitt Island Design Review
<b>Meets Monthly</b>	3rd Wednesday 5:30 p.m.	3rd Thursday 5:30 p.m.	4th Thursday 5:30 p.m.	1st Wednesday 6:00 p.m.	3rd Monday 6:30 p.m.	4th Wednesday 3:00 p.m.
<b>* Agenda link</b>	<a href="http://cityofdubuque.org/LRPAC">cityofdubuque. org/LRPAC</a>	<a href="http://cityofdubuque.org/HPC">cityofdubuque. org/HPC</a>	<a href="http://cityofdubuque.org/ZBA">cityofdubuque. org/ZBA</a>	<a href="http://cityofdubuque.org/ZAC">cityofdubuque. org/ZAC</a>	<a href="http://cityofdubuque.novusagenda.com/AgendaPublic/">cityofdubuque. novusagenda.com /AgendaPublic/</a>	
<b>MEETING DATE</b>	Dec 18	Dec 19	Dec 19	Jan 08	Tues Jan 21	Dec 18
	Jan 15	Jan 16	Jan 23	Feb 05	Feb 17	Jan 22
	Feb 19	Feb 20	Feb 27	Mar 05	Mar 17	Feb 26
	Mar 19	Mar 20	Mar 27	Apr 02	Apr 21	Mar 26
	Apr 16	Apr 17	Apr 24	May 07	May 19	Apr 23
	May 21	May 15	May 22	Jun 04	Jun 16	May 28
	Jun 18	Tues Jun 17	Jun 26	Jul 02	Jul 21	Jun 25
	Jul 16	Jul 17	Jul 24	Aug 06	Aug 18	Jul 23
	Aug 20	Aug 21	Aug 28	Sep 03	Sep 15	Aug 27
	Sep 17	Sep 18	Sep 25	Oct 01	Oct 20	Sep 24
	Oct 15	Oct 16	Oct 23	Nov 05	Nov 17	Oct 22
	Nov 19	Nov 20	Nov 20	Dec 03	Dec 15	Nov 19
	Dec 17	Dec 18	Dec 18	Jan 07	Jan 20	Dec 17

\* Agenda contains meeting location information.  
The agenda link connects to the Board or Commission website home page.  
Scroll to 'Agendas & Minutes' and click on 'Most Recent Agenda'





**APPLICATION FORM**

**Zoning Advisory Commission**

- Amended PUD
- Rezoning/PUD/ID
- Text Amendment
- Simple Subdivision
- Preliminary Plat
- Major Final Plat
- Minor Final Plat
- Waiver from Site Design Standards

**Zoning Board of Adjustment**

- Conditional Use Permit
- Special Exception
- Variance
- Appeal

**Development Services**

- Annexation
- Limited Setback Waiver
- Site Plan Simple
- Site Plan Minor
- Site Plan Major
- Simple Subdivision
- Temporary Use Permit
- Port of Dubuque/  
Chaplain Schmitt Island  
Design Review

**Historic Preservation Commission**

- Demolition Review
- Historic Revolving Loan
- Certificate of Economic Non-Viability
- Design Review Certificate of Appropriateness
- Advisory Design Review (Public Projects)
- Historic Designation

*Please complete the applicable sections below. Please type or print legibly.*

**A. Property Information**

Site Location/Address: \_\_\_\_\_  
 Legal Description/Parcel ID#/Subdivision: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Site Area (square feet/acres): \_\_\_\_\_  
 Historic District: \_\_\_\_\_ Landmark:  Yes  No

**B. Describe proposal and reason for application (attach a letter of explanation, if necessary):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Applicant/Agent Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**D. Property Owner(s) Information**

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**E. Certification:** I/we, the undersigned, do hereby certify/acknowledge that:

1. Payment does not guarantee approval and fees are nonrefundable;
2. All additional required written and graphic materials are attached;
3. It is the property owner's responsibility to locate property lines and to review the abstract for easements and restrictive covenants; and
4. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record.

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee \$ \_\_\_\_\_ Ck# \_\_\_\_\_  CC  Cash Received by \_\_\_\_\_ Date \_\_\_\_\_